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Approved For Release 2005/02/02 : CIA-RDP80B01139A000400090004-7

18 August 1964

CONTENT CONTROL TASK TEAM

TERMS OF REFERENCE

I. Objective

develop as a
To ~~determine~~ ^{develop as a} the feasibility of using a ~~common~~ ^{common} scheme throughout the intelligence community for identifying the substantive content of intelligence items at or near the time of their publication. This scheme should be designed primarily to facilitate the ~~distribution~~ ^{application throughout the intelligence community} of intelligence items.

II. Parameters

The scheme should:

- ✓ 1. encompass all subject areas germane to U. S. Intelligence.
- ✓ 2. be applied to material of all sources and classifications.
- ✓ 3. be applicable to the bulk quantity of intelligence items.
4. be relatively shallow.
5. require little index training.
6. be practicable to maintain.
7. be adaptable to machine processing.

III. Tasks

A. Identify the major publishers of intelligence items and the ^{primary} ~~current~~ distribution ~~pattern~~ ^{points} through which these items flow. (Ref. Stage I Report of SCIPS, especially chart 39196, Tab B, "Community Processing Systems Configuration.")

B. Review existing subject codes with special emphasis on those used by analysts to express their intelligence interests.

C. Develop a tentative scheme to satisfy the objective.

D. Solicit comments on tentative scheme from persons responsible for publication and distribution of intelligence items.

E. Recommend procedures for implementing and monitoring the suggested scheme or give valid reasons why such a scheme is not feasible.

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F. Estimate the amount and type of training required.

G. Estimate ~~cost and savings.~~ *efficiency, effectiveness, and economy*

H. Report to CODIB. First progress report due 3 months after adoption of Terms of Reference.

IV. Membership

The Task Group shall be composed of one ^{member} representative from each of CIA, DIA, NSA and Dept. of State. Additional representatives from the Services and subordinate units of the above-mentioned organizations will be welcome at all but the executive sessions and will be encouraged to participate in the general discussions. All participants must have minimum ~~secret clearance.~~ *members be cleared for special clearance*

it is preferable that
other representatives should have at least a *g* secret clearance.

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